

## Project Coordinator - KIHEWA Project - Karatu

Location: [Africa] [Tanzania]

Town/City: Babati

Category: Health

### **JOB PURPOSE**

The Project Coordinator manages key activities and deliverables in support to project management desired outcomes and outputs through systematic joint planning, implementation and reporting of activities within the project annual work plan.

Leads the scheduling and execution of project activities within the allocated budget and time. Oversees all aspects of projects. Assigns responsibilities to project officers, monitors, compiles and summarizes project reports. Provides feedback and regular updates to the project management team.

He/ She has to ensure activities are planned and delivered within the agreed project scope and budget. He or she will coordinate, link and engage with government and partners in consultation with the project manager to ensure all aspects of KIHEWA project are compatible with donor, government and organizational standards.

Needed skills are on Reproductive, Maternal, New born and Child Health (MNC) Programs as well as WASH programs. He / She must have a thorough understanding of the Health and WASH Program strategy and deliverables. Experience working both with the government and with multi-lateral organization (KOICA funded project) and WASH interventions.

He /She familiar with a variety of the field's concepts, practices and procedures. Rely on limited experience and judgment to plan and accomplish goals. Perform a variety of tasks. Lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department. Enhance department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

### **MAJOR RESPONSIBILITIES**

| % of time | Activity   | End Results   |
|-----------|--|---|
| 25%       | <p>Provide technical support in preparation of divisional strategies engagement</p> <ul style="list-style-type: none"> <li>• Coordination of internal resources according to donors and organization standards</li> <li>• Developing a detailed project plan to monitor and track progress to meet budgetary objectives and makes adjustments to project constraints in consultation with Project management team</li> <li>• Stakeholders meetings being conducted</li> <li>• Requested project coordination meetings are organized, prepared and led</li> </ul> | <ul style="list-style-type: none"> <li>• Forges meaningful partnerships, collaborations and networks in support to WVT strategies for sustainable funding</li> <li>• Manages stakeholder relationship: develops and maintains contacts of key stakeholders, meeting schedules and minutes</li> <li>• Establishes and maintains relationships with the community, government, project staff and World Vision Korea.</li> <li>• Attends conferences, meetings, trainings as required at district, and regional level , or as required by Project manager</li> <li>• Supports the project manager to manage</li> </ul> |

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|     |  | changes to the project scope, project schedule and project costs using appropriate verification techniques  |
| 30% | <p>Program Compliance of Reports, Plan and Stewardship of Resources.</p> <ul style="list-style-type: none"> <li>• Measure project performance using appropriate tools and techniques</li> <li>• Ensure that organization resources (equipment, materials and finance) are used for intended purpose and as per approved policies and guidelines</li> <li>• Identifies, advices and manages project risks in a timely manner in consultation with the project management</li> <li>• Report and escalate to</li> </ul> | <ul style="list-style-type: none"> <li>• Timely coordination quality preparation and submission of activity plans and budgets in coordination and consultation with the project manager for timely annual workplan and budget submission in compliance to donor requirements</li> <li>• In collaboration project manager furnish the Health and Nutrition lead / Officer with timely and quality reports and information as required for Monthly Management Reports (MMR), and Annual reports</li> <li>• Support program</li> </ul> |

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|     | <p>management as needed</p> <ul style="list-style-type: none"> <li>• Ensuring effective monitoring and evaluation of KIHEWA project</li> <li>• Leadership in technical feasibility and the definition of the Project key deliverables</li> <li>• Works closely with project finance officer to ensure smooth project activities operations and reporting</li> </ul> | <p>management with preparation of Program meeting minutes, presentations and project implementation summaries for stakeholder engagement at local, district, national level</p> <ul style="list-style-type: none"> <li>• To utilize and maintain the office financial and non-financial resources throughout the project implementation</li> <li>• The utilization of the office resources will be in a way that focuses deeply to save the most vulnerable children.</li> </ul> <p>All the project budget expenditure including per diem requests is made based on World Vision Tanzania policy and KOICA guidelines</p> |
| 25% | Capacity Building for field staff   | <ul style="list-style-type: none"> <li>• Personnel management skills: leadership in team</li> <li>• In collaboration with M&amp;E build capacity to staff on</li> </ul>   |



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|     | <p>work, control, and ability to delegate, follow-up, supervise, support supervisees</p> <ul style="list-style-type: none"> <li>Leads in tracking project performance, analyzes project reports maintains open communication with the project management to ensure the successful completion of project short and long-term goals</li> </ul> | <p>results based activity monitoring and evaluation and review to ensure quality programming</p> <ul style="list-style-type: none"> <li>Build capacity to project officers on the <b>Integrated Health and WASH Project</b> deliverables, report writing and timelines to ensure high quality narrative reports (quarterly, semi-annual and annual ) with timely submission to stakeholders</li> <li>Coordinate and plan program officers' performance management goals and review process in alignment with WVT 2030 strategy</li> </ul> |
| 20% | <p>Networking and external engagement</p> <ul style="list-style-type: none"> <li>Support the Project Manager &amp; coordinator to</li> </ul>   | <ul style="list-style-type: none"> <li>Government and district teams responses are timely done as per</li> </ul>  |

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|  | <p>strengthen relationships with government, district teams, within the education , health, sectors and community while implementing project activities</p> <ul style="list-style-type: none"> <li>• Build positive work relationship with project collaborators maintaining unity and trust</li> <li>• Participate in district, community level meetings and engagements in consultation with and feedback to the Project Manager</li> </ul> | <p>requests with Project management.</p> <ul style="list-style-type: none"> <li>• Participating and supporting KIHEWA project activities</li> <li>• Effective coordination with Project Manager</li> </ul> |
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#### KNOWLEDGE/QUALIFICATIONS FOR THE ROLE

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| Required Professional Experience                         | At least 3 years' in programming in an NGO and have experience and understanding in similar responsibilities.  |
| Required Education, training, license, registration, and | <ul style="list-style-type: none"> <li>• Minimum qualification required Bachelor's degree in health, health management or related field</li> <li>• Master's degree will be an added advantage</li> </ul> |

certification

Preferred  
Knowledge

and

Qualifications

- Experience in working on donor funded programs and managing projects
- Proven technical ability in project coordination (i.e. Organisation, planning, liaison and with various players at regional, district and central government for timely delivery of project results)
- Good team player, self-starter, has ability to work under minimum supervision and maintain good relationships
- Ability to work on tight deadlines
- Strong commitment to WV Values, Mission and Vision.
- Monitoring and evaluation skills

#### Other Competencies/Attributes:

- Must be a committed Christian, able to stand above denominational diversities.
- Preferred: Familiarity with KOICA project is an added advantage
- Perform other duties as required.

Travel and/or

Work  
environment:

Physical

Based in  
Karatu

Language

English and  
Swahili

|                              |  |              |              |
|------------------------------|--|--------------|--------------|
| Work Environment Requirement | Office-based<br>some travel to WVT field offices<br><br>Travel: 20% Domestic travel is required. | Requirements | Requirements |
|------------------------------|--|--------------|--------------|

### KEY WORKING RELATIONSHIPS

| Contact (within WV or outside WV)   | Reason for contact  | Frequency of contact                       |
|---|---|--|
| Project Manager   | <ul style="list-style-type: none"> <li>• Primary supervisor for Project Management and Leadership technical support</li> <li>• Day to day implementation of project activities to provide admin support to ensure donor requirements are met (KOICA/WVT/WVK)</li> </ul> | Daily/Weekly/Monthly/<br><br>On need basis |
| Senior Grant and Operation Manager  | Supervisor for Project Management and Leadership technical support  | On need basis                              |
| WASH Technical Team Leader; Livelihood and Resilience Technical Team Leader | For Health and Nutrition & WASH technical consultation  | On need basis                              |



|   |   |                        |
|---|---|------------------------|
| Procurement Officer for Grants; Senior Grants Finance Manager; Senior Program Officer – Grants & Compliance and Partnership | For Procurement, Finance and Compliance + Partnership support | On need basis          |
| Other NO Technical Leads, Support functions, and Senior Management  | For special requests and support where required               | On need basis          |
| Cluster Manager   | For Project Management and Administration participation       | Daily or on need basis |

### DECISION MAKING

Decision making as stipulated in World Vision policies and guidelines.

**CORE COMPETENCIES** – For all positions, select the top 3 prioritized competencies from below.

Click [here](#) for a quick overview of our Core Competencies.

|                         |                       |                        |                           |
|-------------------------|-----------------------|------------------------|---------------------------|
| ? Be Safe and Resilient | ? Build Relationships | ? Learn and Develop    | ? Partner and Collaborate |
| ? Deliver Results       | ? Be Accountable      | ? Improve and Innovate | ? Embrace Change          |

For Management positions only, select the top 2 prioritized competencies from below.

|                         |  |   |   |
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| ? Model Self-Management | ? Engage, Influence, Lead<br><br>and Grow Others | ? Run an Effective<br><br>and Agile<br>Organisation | ? Develop the<br>Organisation<br><br>for the Future |
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